



TENANT IMPROVEMENT PLAN CHECK LIST

City of Hermosa Beach - Building Division
1315 Valley Drive Hermosa Beach, CA 90254

(310) 318-0235

From the 2013 California Building Codes

General

1. Wet seal of California licensed engineer or architect including Calif. License #, & Expiration Date. CBC Section 107 "Submittal Documents".
2. Plans signed by responsible designer. (Business and Professionals Code 5537)
3. Name of the legal owner of the property. CBC Section 107.
4. Address and suite number of tenant on the plans. CBC Section 107.
5. Proposed use of tenant space. CBC Section 107.
6. Plot plan showing property lines and location of tenant spaces within the building CBC Section 107.
7. Type of construction of the existing building, and the occupancy classification and occupancy load of improvement CBC Section 107.
8. Previous use or occupancy of the tenant space and, if changed, the building must be made to comply with the current Building Code requirements CBC Section 107.
9. Use of all spaces adjacent to remodel or improvement CBC Section 107.
10. Existing walls to be removed or remain and new walls, bearing or non-bearing clearly marked. Wall legend. CBC Section 107.
11. Wall section showing: (a) size, type, gauge, spacing, and height of studs, (b) attachment method top and bottom, (c) wall sheathing and attachment. CBC Section 107.
12. Provide drop ceiling plan and details. CBC Section 107.
13. Provide separate toilet facilities for men and women for more than 4 employees or per CPC Section 412.0 "Minimum Number of Required Fixtures".
14. In restrooms, floor and 4" up wall and 4' around urinals and within water closet compartments to be smooth and non-absorbent CBC Section 1210.
15. Safety glazing: (a) within 24" of door arc, (b) greater than 9 sq. ft., bottom less than 18" and top greater than 36", (c) tub/shower enclosure. CBC Table 2406 Section 2405.

Exiting

16. Exit analysis plan where required by plans examiner. CBC Chapter 10, "Means of Egress".
17. Occupant load requirements per CBC Table 1004.1.1.
18. Exits shall have a minimum separation of one half the maximum overall diagonal dimension or more of the building or area served. CBC 1015.2.1. Exit discharge to Public Right of Way.
19. The path of egress shall not be interrupted. 1003.6. Exit access shall not be interrupted by intervening rooms 1014 Exit Access.
20. Rooms with a cumulative occupant load of less than 10 may access exits through more than one intervening room (1004.2.2).
21. Hallways and Corridors shall not be less than 44" except occupant load less than 50 may be not less than 36" (1004.3.3.2).

22. Corridors shall be fully enclosed and constructed of one-hour fire restrictive construction (Section 1004.3.4.3); exceptions:
 - a. One-story F2 & S2 occupancies;
 - b. Corridors over 30' where occupancies served have at least one exit independent from the corridor;
 - c. I3 jails & prisons with open-barred cells;
 - d. B occupancies with 100 or less when the entire story is equipped with an automatic sprinkler system throughout and an automatic smoke-detection system installed within the corridor;
 - e. B occupancies with 100 or less when the entire building is equipped with an automatic sprinkler system throughout.
 - f. In B occupancies of type I, 11-FR & II one-hour construction, corridor walls and ceilings need not be of fire-resistive construction within office spaces of a single tenant when the entire story in which the space is located is equipped with an approved automatic sprinkler system and an automatic smoke-detection system is installed within the corridor.
23. One-hour fire-rated corridors shall have 20 min. interior doors with tight-fitting smoke and draft control, and self-closing (1004.3.4.3.2.1).
24. Corridor walls shall have windows fire protected for at least 45 min. and not more than 25% of the common wall with any room.
25. Provide an architectural section of the corridor or exterior exit balcony showing materials and details of construction.
26. Show the location of fire dampers in fire-rated corridors, occupancy and area separations, shaft, and corridor ceilings.
27. Interruptions by an intervening room is not permitted. Foyers, lobbies or reception rooms constructed as required for corridors are not considered intervening rooms.
28. The maximum number of required exits and their required separation must be maintained until the final point of egress from the building.
29. Makeup air shall not be provided to rooms through doors at a rated corridor. No undercut doors.
30. Exit signs are required whenever two or more exits are required. Show locations.
31. When two exits are required, dead end corridors and exit balconies are limited to 20'.
32. Note on the plans: "All exits are to be openable from inside without the use of a key or special knowledge." In lieu of the above, in a Group B occupancy, you may note "Provide a sign on or near the exit doors reading: THIS DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS." This signage is only allowed at the main exit.
33. Elevators must open into an elevator lobby separated from a corridor by construction conforming to Section 1004.3.4.3.1, and all openings into the lobby wall contiguous with the corridor wall be protected as required by Section 1004.3.4.3.2. Except, office buildings need not be separated from street floor elevator lobby, provided the entire street floor is protected with an automatic sprinkler system.
34. Exit doors should be a minimum size of 3'-0" x 6'-8" with door swing of 90 degrees. Max. 4' leaf width.
35. Doors may not project more than 7" into the required corridor width when fully opened, nor more than one-half of the required corridor width when in any position.
36. Panic hardware required in Group A, E, H-1, H-2, H-3 and I occupancies (1007.2.5).
37. Regardless of occupant load, a floor or landing not more than ½ " below the threshold is required on each side of an exit door used for disabled access (may be 1" maximum where not used for disabled access).

38. Double acting doors are not allowed when serving a tributary occupant load of more than 100, or when part of a fire assembly or part of smoke and draft control assemblies, or when equipped with panic hardware.
39. Exit doors should swing in the direction of egress when serving an occupant load of 50 or when serving any hazardous area.
40. Revolving, sliding and overhead doors are not permitted as exit doors if the occupant load exceeds 9 or the exit door serves a hazardous area.

Fire Suppression/Flame Spread/Occupant Load Sign

41. Interior finishes must comply with flame-spread rating.
42. Sprinkler system shall be installed in A occupancies over 5,000 sq. ft. where alcohol is consumed.
43. Sign indicating occupant load for drinking, dinning, and similar uses over 50 O.L.

Fire Rated Separations

44. Show existing fire rated separation walls, occupancy separation walls, demising walls, shafts or rated corridors. Table 3-B.
45. Fire rated assemblies for protection of openings.
46. Note on plans through-penetration fire stops shall have an F or T rating in accordance with UBC Standard 7-5.
47. Storage areas exceeding 1000 sq. ft. in retail or wholesale shall have 1 hour separation wall unless entire building is sprinkled. Exception: 3,000 area sprinkled or building sprinkled.

Draft Stops

48. Draft stop area between the ceiling and floor above max. 3,000 sq. ft. & 60 ln. ft. (if sprinkled 9,000 sq. ft. & 100 ln. ft.) UBC 708.
49. Draft stop same as above for ceiling and roof above 1,000 sq. ft. & 60 ln. ft.
50. Draft stops above suite wall to roof sheathing.

Disabled Access

51. New TI's and existing facilities serving TI must be handicap accessible per State of California Title-24, ADA counter top, dressing rooms
52. Show details for handicap restroom or label as existing H/C RESTROOM.
53. Strike edge of pull side of door shall have 18" clear for interior and 24" exterior doors.
54. Lever-type hardware for passage doors on floors accessible to handicapped.
55. Entry height of threshold ½" max., with 45-degree bevel.
56. Show H/C parking and path of travel.

Electrical

57. Show complete electrical layout, indicate new, relocated and existing items.
58. Indicate existing main service panel load, size and location.
59. Indicate new panels, showing load, size and location.
60. Submit load calculations.
61. Indicate wiring method i.e. ROMEX, AC, MC, EMT...

ROMEX:	Permitted in non-rated buildings. Not permitted in buildings exceeding 3 floors, hazardous locations, A occupancies, embedded in cement, etc. (NEC Article 336).
AC:	Permitted much like romex. Not permitted in theaters, places of assembly, hazardous locations, etc. (NEC Article 333).

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| MC | Permitted in most locations where romex and ac are not.
Not permitted in corrosive conditions, direct burial, or in concrete (NEC Article 334). |
| EMT | Permitted in most locations except where not permitted as per NEC Article 348. |
62. Show exit signs and two sources of power.
 63. Provide receptacle within 25' of HVAC units.

Mechanical

64. Show existing and new HVAC equipment, ducts and access to equipment.
65. Provide ventilation to all rooms with min. ___% outside air.
66. Show kitchen hood type I or II and details, where applicable.
67. One hour shaft required for type 1 hoods.
68. Makeup air required to replace the air being exhausted.
69. Fire-rated corridors are not to be used to convey air to or from rooms.
70. Smoke detection and shut down over 2,000 CFM (UMC 608).

Plumbing

71. Show gas line size, lengths and demands.
72. Show drain, waste and vent plans.
73. Show ¼" per foot drain and waste slope minimum.
74. Show how floor drain traps will maintain a water seal such as trap primer or indirected drain.
75. Show size of grease trap and sizing calculations.
76. Show water supply size and demands.
77. Show drinking fountain at each floor in A occupancies except dining establishments.
78. Note on plans: 1.6 gal. per flush and 1 gal. on urinals and flushometer valves.
79. Show water heater P&T valve drain line rout to the exterior or approved alternate.

Energy Compliance

80. Provide mandatory measures block on plans.
81. Provide energy calculations per State Title 24, where applicable.
82. Provide multiple switch lighting controls per Title 24.

Hazardous Materials

83. Provide completed hazardous materials form.
84. Description of activities and processes relating to hazardous materials. Provide MSDS sheets for all hazardous materials with amounts and methods of storage.
85. Note any hazardous materials that will be stored or used; and show location and methods for storage which exceed the quantities listed in Table 3-D.
86. Show control areas within a building. Retail/wholesale stores shall not exceed two: the number of control areas in buildings with other uses shall not exceed four.
87. Specify construction for control areas.

Miscellaneous

88. Provide Health Department approval for restaurants or X-ray equipment occupancy
89. Show compliance for nonflammable supply cylinders for medical gas systems located inside buildings.
90. Provide a smoke detector in mall stores.
91. Subject to Hermosa Beach Conditional Use Permits, Precise Development and Parking Plans.
92. Occupant Load calculations subject to Municipal Codes and regulations.